

RECORDS RETENTION SCHEDULE

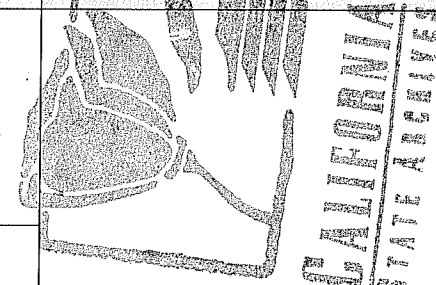
GC 28343

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Fish and Game		(2) AGENCY BILLING CODE 028120		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Office of Communications (Previously Conservation Education)		(5) ADDRESS 1807 13th Street, Room 104, Sacramento CA 95811			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)–(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)–(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER FG-55-08	(10) SCHEDULE DATE 3/6/2008	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 50
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER FG-55	(14) APPROVAL NUMBER 98.108	(15) APPROVAL DATE(S) 6/12/98	(16) PAGE NUMBER(S) REVISED 2
(17) MISSION/FUNCTIONAL STATEMENT It is the function of the Office of Communications, Education and Outreach to make available all significant information and knowledge about wildlife resources and their regulation and management; prepare informational materials on the rules, regulations and laws governing the use or protection of wildlife species; provide understanding to the public and employees of Department programs and policies; and enlist public cooperation in the sound use and conservation of these resources.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Joan Prince</i>		(19) TITLE Administrative Officer		(20) PHONE NUMBER 916-322-8998	(21) DATE SIGNED 3/6/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE – RECORDS MGMT. ANALYST <i>Tanis Paular</i>		(23) CLASSIFICATION STATE SERVICES ANALYST	(24) NAME (Printed or Typed) TANIS PAULAR	(25) PHONE NUMBER 445-5138	(26) DATE SIGNED 3/10/2008
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>			(28) APPROVAL NUMBER 08 089	(29) DATE SIGNED 3/26/2008	(30) EXPIRATION DATE 3/26/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Anthony Bailey, Archivist</i>			(34) DATE SIGNED April 4, 2008		

FOR ARCHIVES' STAMP



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(35) CalRIM APPROVAL NUMBER 08 089 31											(36) PAGE 2 OF 2 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1	25	NOTIFY ARCHIVES	Administrative Files: Includes but not limited to miscellaneous correspondence; budget files; press releases; and media information.	PM		3	0	0	3		Retention set by Department policy and/or Assistant Deputy Director (ADD). Nonessential items may be removed and	
2	Incl.		Personnel Records (copies)	P		Active	0	0	Active	XI	Considered active until employee separates. Confidential/destroy by shredding.	
3	Incl.		Records Management	P		Current	0	0	Current		Retain as current until superseded. Although revision is required every five years, RRS remain in effect but are non-current.	
4	25	NOTIFY ARCHIVES	Program Records for Outdoor California magazine - articles in progress, working documents, artwork, printing information.	PM		Active +3	0	0	Active +3		Active until published.	
5	Incl.		Magazine subscription records.	P		Active	0	0	Active	XI	Active until cancelled. GC 6254(c); IPA 1798.6	

* Provide total of office and departmental